Dear Project Manager

Your teams of trainers and students participating in the <Funded program/Business activity> are asked to respond to the following surveys which forms part of the first stage of an evaluation of the National VET E-Learning Strategy 2012. The survey closes on the 24 February 2012.

Please forward the following instructions to participating Teachers/Trainers who are responsible for delivering training to learners.

Please encourage all teachers and students to complete the survey online. In some organisations due to restricted internet access, teachers and students will need to complete using a paper copy. Please download and print off sufficient paper copies for distribution or forward the links to teachers and the consent form.

About the teacher or trainer survey.pdf

About the learner survey.pdf

If there are students who are under 18, participating in training, print off the Parental Consent Forms and collect them before students complete the survey. Your organisation will need to retain the signed consent forms.

Upon completion, Project Managers will need to collect surveys and return before **2 March 2012** by express post to:

Attention: Andrea Wallace

The FLAG Secretariat

GPO Box 9880

Melbourne VIC 3001

Location V414LA4

If you have any further questions about the survey, please contact the business manager responsible for your project or the FLAG Secretariat:

Phone: 03 9954 2700

Email: [flag\_enquiries@natese.gov.au](mailto:flag_enquiries@natese.gov.au)

Website: [flexiblelearning.net.au](http://flexiblelearning.net.au)

**Instructions to Teachers:**

It should take teachers and students less than 10 minutes to complete. However teachers may wish to incorporate the survey into a lesson plan where students require additional assistance to complete the survey.

The closing date for this survey is **24 February 2012**.

If you have students younger than 18 years of age completing training, parental consent must be obtained before students complete the survey. Students are asked to return signed consent forms to you.

Identification: The survey collects student identification numbers or initials and year of birth for tracking purposes between this survey and the final survey. This information will be kept confidential.

The survey is available online using the following links: Teachers and students are **strongly encouraged to complete the survey online**.

<http://www.surveymonkey.com/s/2012teacherstrainers> (National VET E-Learning Strategy (Teachers and Trainers))

<http://www.surveymonkey.com/s/2012learners> (National VET E-Learning Strategy (Learners / Students))

**Question four:** In the teacher/trainer survey, teachers will need to be provided with the answer to this question: What National VET E-learning Program does this project belong to? (please tick only one).

This project belongs to **<Funded program /business activity>**

Multiple responses may be required for some questions.

Teachers and students are required to complete every question. Prompts will be given if answers are not submitted online.

**Restricted Internet Access:**

In some cases where there is restricted internet access, you and your students must complete a paper copy. Students completing a paper copy will need to be reminded to turn over each page.

**Completed Surveys**

Please collect completed surveys and return to the Project Manager.

Once the semester is over or close to completion, teachers and students will be asked to complete another short survey which will assist the National VET E-Learning Strategy to better understand some of outcomes from e-learning, the benefits and issues associated with this form of learning, and how things can be improved in the future.

Thank you for your cooperation in completing the survey.

If you have any further questions about the National VET E-learning Strategy survey please contact the business manager responsible for your project or the FLAG Secretariat:

Phone: 03 9954 2700

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Website: [flexiblelearning.net.au](http://flexiblelearning.net.au)